

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2013 CDBG APPLICATION PROCESS**

FREQUENTLY ASKED QUESTIONS

1. If we are submitting multiple CDBG application, will our agency have to submit original signatures on the certification forms for each application submitted? Will we have to provide multiple copies of the supporting documents such as the tax forms, audit report, and lease agreement?

Response

If your agency is submitting multiple applications, only one original signed copy of the certification forms and supporting documents (i.e. audit report, tax forms) will need to be submitted. Please submit the required documents with the original application. However, if you are submitting multiple construction projects, the following will need to be submitted for each project application: 1) Application Submittal Checklist (completed as applicable for each application); 2) construction schedule; 3) completed bid from a licensed contractor; 4) Certification Regarding Use of Real Property; 5) Project Contact Information Form (if the same for all projects and all project titles are listed, only one original copy will be needed); 6) Signature Authorization Form (if the same for all projects and all project titles are listed, only one original copy will be needed); 7) Agency Lease Agreement if applicable; and 8) job descriptions if applicable. In addition, for non-construction projects, #1 and #5-8 will also need to be submitted for each project as applicable.

2. We will be submitting a Public Services Application. Our current lease agreement will be expiring in January 2012, but includes an option for annual renewals for the next three years. Will we need to renegotiate our lease term to list an expiration date of June 30, 2014?

Response

For submittal of the Public Services Application, your agency will not have to renegotiate the current lease agreement. As further clarification, submittal of a copy of the lease agreement is required only if your agency's proposed project includes a portion of this expense in the "Rent" line item budget. If applicable to submit a copy, please highlight the reference to the option for annual renewals.

3. For the Public Services Application, will we need to submit a copy of our agency's lease agreement if we are not including lease payments into the CDBG application budget?

Response

No, your agency will not have to submit a copy of the lease agreement.

4. Is there a maximum cap on the amount of CDBG funding we can request?

Response

There are no caps on the other activities in the Community/Economic Development Projects Application, Development/Capital Improvement Projects Application, and Public Services Project Application.

For the Public Services activities, however, there is a maximum cap amount available for City Council to allocate. The total amount that will be allocated for Public Services is limited to 15% of the City's CDBG Entitlement amount. (For FY 2011 approximately \$2.5 million was allocated to Public Services projects.) One other consideration that should be made is that the request amount should represent the total amount needed to complete the project as described in the application. Applications will be approved on an "all or nothing" basis. Another factor in determining the application project budget is whether your agency will be able to meet the fiscal requirement of demonstrating the capacity to have three months of cash or cash equivalent.

5. If we are submitting a Public Services Application, do we need to complete and submit the Certification Regarding Section 3 and Certification Regarding Use of Real Property forms?

Response

No. Public Services and Community/Economic Development applicants will not need to submit the Certification Regarding Section 3 and Certification Regarding Use of Real Property forms.

6. Our agency was originally incorporated under a different name in 1989. In 1993, an amendment was filed with to officially change the corporation name to our current agency name. Which date should I place in the space for "date of incorporation" on our FY 2013 CDBG application?

Response

Your agency can list "1989" as the date of incorporation.

7. The board resolution we currently have states that our agency is authorized to request funds, negotiate contracts, and contractually bind the agency for opportunities stemming from the Community Development Block Grants (CDBG). The authorization is in effect until December 31, 2010. Will submission of this document meet the requirements for the FY 2013 application?

Response

Yes. Based on the information provided, submission of that document will be sufficient to meet the application requirement.

8. Can you provide clarification on the requirement to have project site control established for a minimum of five years from the scheduled project completion date?

Response

For Development/Capital Improvement Projects, with exception to Minor Residential Rehabilitation projects, applicants must demonstrate they have established project site control for a minimum of five years from the project's completion date. If CDBG funds will be utilized for the acquisition or improvement of a property, there is a requirement to ensure that the use or planned use of any such property will not be made within five years after the closeout of the CDBG project.

9. If our project location is not located in an eligible CDBG census tract, can we still submit an application for Development/Capital Improvement Projects?

Response

Yes, however, your agency will need to demonstrate direct benefit to low/moderate income persons through collection of client demographics information. In Section XIII, Project Benefit of the application form, your agency will need to complete "2" of that section. In addition, the description listed in Section XIV, the Target Population, will be reviewed for eligibility.

10. Our project is located in a City-owned facility. We currently only have a year-to-year lease with the City. The City will not approve a five-year lease for our agency. Does this mean our application will be deemed ineligible, if submitted?

Response

Yes. Your application will be deemed ineligible, if your agency submits a one-year lease. Your agency must submit a lease agreement with an expiration date that is not prior to five years from the scheduled completion date.

11. For our Minor Residential Rehabilitation project, the expense for the Project Management Services line item (Section XXIII. of the Development/Capital Improvement Projects Application) exceeds 10% of the total amount requested. Will our application be disqualified based on this requirement?

Response

The maximum 10% listed for the Project Management Services line item in Section XXIII of the Development/Capital Improvement Projects Application form is based on the average cost of project management for most construction projects. However, for Minor Residential Rehabilitation projects, clarification is being provided that the amount can exceed 10% as long as the amount budgeted is based on eligible direct project delivery activities such as: staff costs and related expenses required for outreach efforts for marketing the program, rehabilitation counseling, screening potential applicant households, energy auditing, preparing work specifications, inspections, and other services related to assisting owners per the proposed project description. For personnel expenses budgeted under this line item, applicants must list the title and the percent total to be charged to CDBG for each position charged. Applicants must also ensure that job descriptions for each position listed is included in the application packet (see Item #11 of the Application Submittal Checklist). Keep in mind that no indirect personnel expenses or operation expenses are eligible.

12. What is the City's FY 2013 CDBG entitlement amount?

Response

The City will not receive confirmation of the actual FY 2013 CDBG Entitlement amount from HUD until March 2012. For this application process, we are anticipating to receive a 25% reduction from FY 2012 (approximately \$10 million), plus an addition \$3.9 million in program income. These are the amounts listed in our application materials.

13. Can you provide clarification on what a Project Fee Structure is (Section XII. of the Development/Capital Improvement Projects Application)?

Response

Your agency is being requested to indicate whether any fees are and/or will be charged for any services provided in the facility for which your agency is requesting CDBG funding. If your agency does not charge any fees at all, just indicate that in this section. If there are fees charged and/or to be charged (i.e. room rentals, client fees, etc.), your agency will need to indicate this and provide a description of the fee structure utilized.

14. If we apply for two categories, will one be weighted with more merit than the other (e.g. CIP budget is higher than a Public Services application)?

Response

The Public Services category has a maximum limit of 15% of the City CDBG entitlement amount that can be awarded. As such, the total amount awarded for the Development/CIP and Community/Economic Development projects will be more than the total amount awarded for the Public Services projects.

15. We are in the process of completing a formal contractor's bid. Should we seek the other two bids at this time, in anticipation that it will be required if we receive a CDBG award?

Response

No. Only one completed bid for your proposed CDBG project will need to be submitted as part of the application packet. As a reminder, the completed bid must be from a licensed contractor that includes applicable prevailing federal wage rates in the determination of the total project budget. Your agency will need to let them know that providing the bid doesn't guarantee they will get the work. If your agency is awarded CDBG funding, your agency will be required to advertise the project for 30-days.

16. The Target Population (Section XIV of the Development/Capital Improvement Projects Application) includes the population of students, the teaching staff, and a portion of residents who will use the space to be repaired and renovated. Can we use this data, rather than the entire demographics of our area?

Response

Yes. Your agency can use the data as referenced if this is the target population that will benefit from the completion of your agency's proposed project. However, please be specific about staff space in the project description section. As a clarification, only space utilized by low/moderate clients can be improved. Space for which utilization is limited to administrative and/or program staff is not eligible to be funded with CDBG funds.

17. We have a letter of support for our CIP project. Can we include it in our application package?

Response

Letters of support are not requested and should not be submitted with the application packet. Our office will only be forwarding a copy of eligible CDBG applications to the Consolidated Plan Advisory Board for their review.

18. Item #10 of the Application Submittal Checklist (Development/Capital Improvement Projects) that states, "Contractors receiving \$500,000 or more of federal funding, when that funding represents more than 10% of the agency's annual budget, must submit salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period." Can you provide clarification on this?

Response

With regard to Item #11 of the Application Submittal Checklist, the \$500,000 refers to all federal funding (including CDBG). The 10% does refer to your agency's annual budget, and would include any funds awarded from funding sources for capital improvements.

19. We already have one bid from a general contractor based on the project starting years ago at a different site, so we do not have bids for this site. We are concerned that we will not have time to get additional bids by a general contractor for the entire project by the December 12, 2011 deadline. Can you provide clarification on this requirement?

Response

The bid your agency currently have is not acceptable as it's for another location than what you will be applying for. Your agency will need to submit one completed bid for your proposed CDBG project location as part of the application packet. As a reminder, the completed bid must be from a licensed contractor that includes applicable prevailing federal wage rates and fringe benefits in the determination of the total project budget. There are many general contractors within the area that should be able to provide this service. Your agency will need to let them know that providing the bid doesn't guarantee they will get the work. The bidding process to be undertaken should funding be awarded are detailed at the Development/Capital Improvement Project Workshops.

20. As a requirement, projects must be completed within 18 months of the allocation date. If toward the end of the project timeline it is determined that an additional two months are needed to complete our project, can an extension be requested?

Response

That depends on where the project is at the time of the request. This will only be granted on a case-by-case basis. The project must be underway with expenditures incurred and invoices submitted to the City at the time of the request.

21. We plan to submit a Development/Capital Improvement Project Application to complete improvements to a community center. There are several needs identified. We want to complete replacement of windows and flooring for FY 2013 then apply again for FY 2014 to complete replacement of windows and conversion of a storage area to an office that will be used to meet with clients. Will we be able to apply again in FY 2014 if we get approved for funding in FY 2013?

Response

No. If the project is all at the same location, it is recommended that your agency apply for all the improvements needed.

22. Part 12 on the Application Submittal Checklist of the Community/Economic Development application states that a copy of the Agency lease, if the project site is not owner-occupied must be included with the application submittal. Our current lease will expire December 31, 2012 with the option to extend for two consecutive one-year terms at our discretion. Does this meet the lease requirement for the application, or do we need to renegotiate our lease agreement by the application deadline?

Response

Your agency will not have to renegotiate your current lease agreement for submission of a Community/Economic Development Projects Application. When you submit the copy of the lease agreement, please highlight the portion that references the option to extend at your agency's discretion.

If your agency were to submit a Development/Capital Improvements Projects Application, your agency would be required to renegotiate the lease agreement to ensure the expiration is not dated prior to five years after the scheduled project completion date.

23. I would like a clarification as to what area an application for CDBG funds for Foreclosure Intervention and Default Counseling/Education Services would fall under? My first inclination is Foreclosure Intervention services would fall under Public Services Projects; either under eligible Public Services Activity; 1) other or 2) educational services. My second inclination is Foreclosure Intervention Services could fall under Community & Economic Services under Direct Homeowner Assistance.

Response

The Public Services Projects Application would be the correct application form to complete. Direct Homeowner Assistance refers to a project resulting in assisting low/moderate-income clients purchase a home through loans or down-payment assistance. With regard to the Public Services Activity, the "Other" selection would best

fit since your project is proposing to provide intervention, counseling, and education services.

24. Our agency has a lease agreement with the City of San Diego for our facility. For the Certification Regarding Use of Real Property form, who should sign this form?

Response

The Certification Regarding Use of Real Property form must be completed by the City's Real Estate Assets Department and/or Park and Recreation Department as applicable. Prior to submission of an application to complete improvements to a City-owned facility, applicants must meet with the applicable department to obtain their approval of the proposed project activities and for completion of the certification form.

25. We are applying for CDBG funds this year as a City department. Do we need to include overhead in the budget?

Response

No, overhead will not be approved. Per HUD regulations, overhead is calculated into the CDBG Program's 20% administration cap and thus reduces the funds to manage the Program. City Departments must include direct services to the proposed program/project in the budget.

26. Census tract information is due to be updated based on the results of the 2010 census. Are we using the 2000 or 2010 data?

Response

The 2000 data will be utilized until the 2010 data is made available. As of now, the 2010 data has not been released by HUD. Should the 2010 data issued change the eligibility status of your application even after Council's award; your agency will be immediately notified.

27. For Minor Residential Rehabilitation projects, do we need to have a list of properties identified for our application?

Response

No. However, the total number of households to be served must be identified in the application. If funded, your agency will need to submit a list of the household locations and a description of the minor rehab to be completed to the City on monthly basis.

28. Will CDBG funds be awarded for parts of an application versus the entire submittal?

Response

No. If determined eligible, the entire project will be considered for funding or not at all.

29. Is there an opportunity to negotiate the award amount?

Response

No.

30. For CIP projects, can indirect staff costs and operational expenses such as rent be included in the budget?

Response

No.

31. I attended the Public Services Application Workshop. Our agency will also be submitting Development/Capital Improvement Projects Application, but did not attend the Development/ Capital Improvement Projects Application Workshop. Can we still submit a Development/ Capital Improvement Projects Application?

Response

No. Unfortunately, attendance at one of the Development/Capital Improvement Projects Application Workshop session is required to submit this application. There are specific requirements for these activities that were presented.

32. Can CDBG grant awards be used towards existing HUD grant “match” requirements?

Response

Yes. However, we strongly recommend that you consult with the funding source requirement the match.

33. Can agencies submit more than one application for funding of different programs?

Response

Yes.

34. Can CDBG funds be used for general operating?

Response

CDBG funds can only be used for certain operating expenses for projects in the Public Services and Community & Economic Development categories. General operating expenses are ineligible for Development/Capital Improvement Projects.

35. Can we submit more than one application for Public Services? And if we do, could we potentially be granted both?

Response

Yes, there is no limit on the number of application that can be submitted for funding consideration. All applications that are determined to be eligible will be forwarded to the Consolidated Plan Advisory Board for review and scoring. However, the prioritization of projects are to be based on the FY 2013 ranking of the Consolidated

Plan goals by the Council. Please visit our applications webpage for information on the ranking of the Consolidated Plan goals for FY 2013:
<http://www.sandiego.gov/cdbg/apps/>.

36. What constitutes “welfare?”

Response

In a general sense, welfare refers to the well-being on individuals. CDBG may be used to fund activities that promote the general welfare of low-mod citizens of the City of San Diego. These activities include, but are not limited to the provision of public services and other programs/projects that result in job creation, microenterprise opportunities, increased availability and accessibility to affordable housing, public facilities, and improved health and safety conditions, among others.

37. How did the City get to the 15% cap for Public Services?

Response

The funds awarded to Public Services projects cannot exceed 15% of the total grant awarded for a fiscal year plus 15% of the total program income received during the previous fiscal year. This translates into a 15% cap on the available CDBG resources that can be allocated to Public Services projects. This is a requirement from the U.S. Department of Housing and Urban Development. The corresponding citation on the Code of Federal Regulations is 24 CFR Part 570.201(e).

38. Do you need an audited financial statement to apply?

Response

Yes, and it also must have an unqualified opinion. The audit is also used to determine agency sustainability by calculating the three month test.

39. When must financial statements be submitted?

Response

Current FY2011 Audited with unqualified opinions Financial Statements MUST be included with all application submittals. Please refer to the PowerPoint slides, pages 4-14, for details presented at the workshop. If the FY2011 are not completed please follow the rules on slide #22 of the PowerPoint presentation. Only 2010 financial statements will be accepted IF your agency can get the financial statements and taxes completed by 6/30/12(final deadline). Slide #22- If FY 2011 statements and taxes are not available, your agency is directed to include written approval from 1) your legislative board approving an extension to complete the financial statements, and 2) Federal and State approved extensions for taxes including a date of completion prior to 6/30/2012. Also, as explained at the application workshops conducted, the audited financial statements are used in determining application eligibility and are used in the three month cash rule test (Page 20 of the application).

Please note: Cash status using the three month test will be reviewed again when the 2011 financial statements and taxes are received before 6/30/2012. These documents

must be sufficient to support any funding allocation by the City Council. If not, the funding will be reprogrammed and no contract will be negotiated.

40. What if financial statements are not completed?

Response

There may potentially be different scenarios resulting in an incomplete set of audited financial statements. Please refer to question 39, above. If this applies to your organization, please refer to the Fiscal Requirements PowerPoint slide #4-14 and #22 from the workshops for specific requirements. You may revisit these slides by clicking on the following link: <http://www.sandiego.gov/cdbg/apps/>

41. What is the oldest set of financial statements acceptable (i.e. FY10 / 11)?

Response

Before 6/30/2012 all financial statements and taxes for FY2011 or Calendar year 2011 MUST be received and pass the three month status test to be able to contract for funding approved by Council. If funding is approved and the 2011 financial statements cannot support the three month test of agency sustainability, the funding will be reprogrammed and no contract will be signed. See questions 39 and 40 above for more information.

42. Is the 3-months cash-on-hand requirement for the whole agency or just the project budget?

Response

Your agency must use the balance sheet for the total agency cash to calculate the three month cash rule test (Page 20 of the application). This is compared to the agency's requested CDBG funding amount. See PowerPoint Slides #4-14 and the FY 2013 CDBG Application Handbook given out at the workshop.

43. At what point do we need to meet the 3-months cash-on-hand requirement?

Response

The three 3 months cash-on-hand requirements needs to be met at the time the application is submitted (See page 20 of the application). You must present the FY2011 or calendar year 2011 financial statements and taxes before 6/30/2012 to be able to contract for CDBG funding. See questions 40-42 above and refer to the PowerPoint presentation slides 4-14 and slide #22 for more details.

44. Will workshop PowerPoint presentations be made available on the CDBG web page?

Response

Yes. Please click on the following link to navigate to the CDBG webpage and view the PowerPoint presentations: <http://www.sandiego.gov/cdbg/apps/>

45. What does the 15% public services cap include?

Response

The U.S. Department of Housing and Urban Development allows a maximum of 15% of total CDBG funds available within a jurisdiction to be used for public services activities. Some examples of public services activities include: Homeless/AIDS, Senior Services, Disability Services, Legal Services, Youth Services, Transportation Services, Substance Abuse Services, Battered and Abused Spouses, Employment Training, Crime Awareness, Tenant/Landlord Counseling, Child Care Services, Health Services, Abused and Neglected Children, Mental Health Services, Lead-Based Paint/Lead Hazards screening, Subsistence Payments, Homeownership Assistance (not direct), Rental Housing Subsidies, Security Deposits, Housing Counseling, Neighborhood Cleanups, and Food Banks

46. What is the difference between direct costs and indirect costs? Can you give some examples?

Response

Direct costs are those for activities or services that benefit specific projects. In the case of a public services program, Direct costs may typically include project staff and necessary supplies. Indirect costs refer to ongoing expenses of operating a program. Indirect costs are typically expenses that are necessary to the continued functioning a program but cannot be immediately associated with the services being offered.

47. What percentages of direct and indirect costs are allowed for public services direct costs and indirect costs?

Response

Indirect costs cannot exceed 15% of the funding approved by Council. Additionally, the agency must prove the indirect costs have a direct relationship to the project. There is no percentage cap on direct service costs for public service activities/programs.

48. What if there are no other funding sources for my project/program – what affect will that have on my application?

Response

A lack of other secured funding sources does not eliminate a program/project from consideration. However, the Consolidated Plan Advisory Board will review and consider the amount of funds used to leverage CDBG funds for the proposed program project. Please refer to the scoring criteria for additional information.

49. Can you include a lead-based paint assessment in the budget?

Response

Yes.

50. Will City Council see the application packages?

Response

No, the application packets will be reviewed by CDBG staff for completeness and conformance with eligibility requirements. The application will then be forwarded to the Consolidated Plan Advisory Board for review and funding consideration based on the scoring criteria that is posted on the CDBG webpage.

51. Can the Agency meet individually with the ConPlan Advisory Board?

Response

The Consolidated Plan Advisory Board will not be available to meet individually or discuss projects with agencies or members of the public during the application process.

52. Can we select contractors before our contract is signed?

Response

While an agency is not prohibited from seeking bids for contractors prior to execution of an agreement with the City of San Diego, we strongly encourage your agency to consult with the Project Manager regarding the appropriate time to seek bids. One of the reasons, among others, is that bids become outdated after 30-60 days due to the general volatility in construction costs.

53. Is City staff available to make ADA inspections? Is feedback provided to CDBG staff?

Response

Possibly. CDBG staff could be made available to make ADA inspections when there is probably cause to believe a violation exists which could jeopardize the agency's existing CDBG funding with the City. Additionally, would be provided in the form of an "ADA Assessment Report" to the Agency and CDBG staff administering the program or project.

54. What is the difference between Section 3 and Section 8?

Response

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. Individuals who live in government-assisted housing or their household income falls below HUD's income limits, they may qualify as a Section 3 residents or Section 3 business concern.

The Section 8 Housing Choice Voucher Program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe and sanitary housing in the private market. Housing assistance is provided on behalf of the family or individual, and participants are able to find their own housing, including single-family homes, townhouses and apartments.

55. Can we include administrative costs for CIP projects?

Response

No. Any CDBG funds awarded for CIP projects must be used for construction-related costs.

56. What is secondary review?

Response

A secondary review of an application submittal is necessary only when the original submission was found to be incomplete, fiscal or program eligibility could not be determined, or if there was a finding of non-compliance with application instructions and requirements. If any of the above applies to an agency's application, the CDBG program office shall grant a 5-day window to the application to remediate any of the noted deficiencies. The secondary review will take place upon resubmission of an application.

57. Will a Word version of the application be made available?

Response

No. All applications and forms are available in Excel format.

58. If a construction project is entirely subcontracted out, what is listed on the cost allocation?

Response

You will only show the construction line under CDBG funding and show all funds across the top that are used to cover the total cost of the project.

59. Is the application form "protected"?

Response

Yes, each application and certification is a protected form.

60. What is the character limit for narrative sections of the application?

Response

The character limits vary among each narrative box; however you are allowed to use all of the space allotted to answer each question. The Excel versions of the applications allow applicants to freely type responses to each question within the form itself using the allotted amount of space. For general convenience of all applicants, the character limits for each narrative box will also be posted to the webpage and are also attached to these FAQ's.

61. Item 9 on the Application Checklist states that Written Procurement Procedures need to be attached "if applicable." How do I know if this applies to my organization?

Response

Written procurement procedures apply when a subrecipient is purchasing services, supplies, materials or equipment. Applicable federal regulations are 24 CFR Part 215.44.

62. Do you have any electronic copy of the Handbook Certification Form available?

Response

The handbook is available online and the certification can be found on the last page.

63. The “Declaration of Economic Interest for Board Members” forms are not required this year, correct?

Response

There is no form specifically titled “Declaration of Economic Interest for Board members;” however, please refer to Items #20 and #21 of the application checklist and their related certifications

64. Do projects with other secured funds receive priority or additional points?

Response

Please refer to the scoring criteria that the Consolidated Plan Advisory Board has developed. It will outline the specific criteria and allocation of points to each section.

65. Can my organization apply for CDBG funds to acquire real property?

Response

No. The acquisition of real property is not an eligible activity that is listed in Section X of the Development/Capital Improvement Projects application. As a result, any applications submitted for acquisition will not be considered for funding.

66. Do we need to provide proof of insurance with our FY 2013 Application submittal?

Response

You do not need to provide proof of insurance with your application submittal. However, proof of insurance will be requested at a later date and will definitely be required of all agencies who receive CDBG funding.

67. What is a microenterprise

Response

Pursuant to 24 CFR 570.201(o), a microenterprise is defined as a for-profit business with five or fewer employees, one or more of who owns the business. Additionally, a “person developing a microenterprise” means any person who has express interest and who is, after initial screening, expected to be a microenterprise at the time it is formed.

68. Can I do “hard returns on when typing in Excel?

Response

Yes, Press “Alt” + “ Enter”

69. I typed my narrative responses in Word, but I am experiencing difficulties pasting responses into the narrative cells in the Excel form. What can I do?

Response

If you have difficulty pasting into narrative cell (boxes), paste into the formula bar “fx” at the top of the screen.

70. How can I print the entire application from Excel?

Response

We recommend that applicants print each individual worksheet separately and not the entire workbook as it may impact the pagination and be difficult for the Consolidated Plan Advisory Board to review.

71. May I request that CDBG staff review my application submittal prior to submittal?

Response

Only through a scheduled technical assistance meeting and CDBG staff will only review for completeness and eligibility. Please note: Staff will not be providing feedback regarding quality of the responses provided.

72. Do professional consultant services need to go out to bid?

Response

Yes. In order to be in compliance with Federal Regulation and/or City Requirements, any procurement activities that involve the expenditures of less than \$5,000 from a single contractor in a 12 month period will require, at minimum, the solicitation of an adequate number of direct quotations. However, it is important to note that no competitive procurement process is required.

Procurement activities that require the expenditures of between \$5,000 and \$25,000 from a single contractor in a 12-month period will require the following: 1) Obtain three written price proposals or demonstrate why three bids could not be obtained; 2) Present price proposal information to full board for approval of contract or transaction; 3) Record the action taken in the meeting minutes, and keep the written price proposals on file.

Procurement activities that require the expenditures of more than \$25,000 for goods and/or services from a single contractor in a 12 month period will require the following: 1) Draft a Request for Proposals describing the services or goods required, and requesting information from prospective contractors regarding relevant qualifications and a price proposal; 2) Publish a public notice of the intent to seek proposals for the goods or services in a newspaper or newspapers of general circulation in the City; 3) Screen all submitted

proposals and prepare short list of finalists for consideration by the board for approval. Finalists for a contract or transaction involving expert or professional services shall be interviewed by a screening committee or by the board prior to a final selection being made; 4) Record action taken by the board in meeting minutes and keep the proposals received on file; and 5) After board approval, execute a contract in writing with the subcontractor or vendor, and submit a copy of the contract to the City.

73. Are Organizational Capacity Building (OCB) and Technical Assistance activities available to apply and/or fund for FY 2013?

Response

No. OCB and Technical Assistance are activities that are not available for funding in the FY 2013 application(s). The City of San Diego is not accepting CDBG applications for OCB and Technical Assistance activities.

FY 2013 CDBG APPLICATION PROCESS
Character Limits by Section Info

FY 2013 CDBG APPLICATION: PUBLIC SERVICES PROJECTS

Section	Title	Character Limit/Range
VI.	Agency's Mission Statement	350-360
XI.	PROVISION OF PUBLIC SERVICES ACTIVITY BACKGROUND	1610
XII.	PROJECT DESCRIPTION	1220
XIV.	TARGET POPULATION	2630
XV.6.	Provide a description of how annual cost demonstrates high benefit...	760
XV.7.	Describe the method of data collection utilized...	1610
XVI.	Explain how the proposed project addresses the goal...	2080
XVII.3.	OUTCOME #1, OUTCOME #2, OUTCOME #3	200
XVII.3.	OUTCOME MEASUREMENT (#1, #2, #3)	200
XVII.3.	DATA SOURCE (#1, #2, #3)	130
XVII.3.	DATA COLLECTION METHODOLOGY (#1, #2, #3)	200
XVIII.1.	Describe the services to be provided...	4970
XVIII.2.	Describe the frequency and duration of the services/activities...	830
XVIII.3.	Describe who will be providing the services/activities...	2320
XVIII.4.	Describe whether your agency will be networking...	1610
XVIII.5.	Describe the facility...	600
XVIII.6.	Describe how potential clients will be informed about the services...	1150
XVIII.7.	Indicate whether or not fees will be charged...	370
XVIII.8.	Describe whether there are other services/activities available...	1690-1700
XIX.	ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES	520
XXI.1.	Describe your agency's history and experience with CDBG...	1150
XXI.2.	Describe your agency's success/past accomplishments...	1540
XXI.3.	Describe your agency's project delivery staffing...	1540
XXI.4.	Describe your agency's current staff qualifications...	2080
XXI.5.	Describe how your agency will monitor the project progress...	1300
XXI.6.	Describe who will be responsible for the program oversight...	1930
XXI.7.	Describe your agency's fiscal management system...	1610
XXI.8.	Describe who will be responsible for the financial oversight...	1690-1700
XXI.9.	Describe the makeup of your agency's Board of Directors...	1220
XXI.10.	Describe your agency's Board of Directors' financial and program...	1220
XXI.11.	Describe how your agency enforces a conflict of interest policy.	760
XXI.13.	Describe whether there are any improvements needed...	680
XXII.	PROJECT SUSTAINABILITY	1150
XXV.4.	Justifications for "a. - n."	460

FY 2013 CDBG APPLICATION: COMMUNITY/ECONOMIC DEVELOPMENT PROJECTS

Section	Title	Character Limit/Range
VI.	Agency's Mission Statement	350-360
XI.	PROVISION OF CDBG COMMUNITY/ECONOMIC DEVELOPMENT ACTIVITY BACKGROUND	2400
XII.	PROJECT DESCRIPTION	1220
XIV.	TARGET POPULATION	2860
XV.6.	Provide a description of how annual cost demonstrates high benefit...	760
XV.7.	Describe the method of data collection utilized...	1610
XVI.	Explain how the proposed project addresses the goal...	2000
XVII.3.	OUTCOME #1, OUTCOME #2, OUTCOME #3	200
XVII.3.	OUTCOME MEASUREMENT (#1, #2, #3)	200
XVII.3.	DATA SOURCE (#1, #2, #3)	130
XVII.3.	DATA COLLECTION METHODOLOGY (#1, #2, #3)	200
XVIII.1.	Describe the services to be provided...	4970
XVIII.2.	Describe the frequency and duration of the services/activities...	830
XVIII.3.	Describe who will be providing the services/activities...	2320
XVIII.4.	Describe whether your agency will be networking...	1610
XVIII.5.	Describe the facility...	600
XVIII.6.	Describe how potential clients will be informed about the services...	1150
XVIII.7.	Indicate whether or not fees will be charged...	370
XVIII.8.	Describe whether there are other services/activities available...	1690-1700
XIX.	ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES	520
XXI.1.	Describe your agency's history and experience with CDBG...	1150
XXI.2.	Describe your agency's success/past accomplishments...	1540
XXI.3.	Describe your agency's project delivery staffing...	1540
XXI.4.	Describe your agency's current staff qualifications...	2080
XXI.5.	Describe how your agency will monitor the project progress...	1300
XXI.6.	Describe who will be responsible for the program oversight...	1930
XXI.7.	Describe your agency's fiscal management system...	1610
XXI.8.	Describe who will be responsible for the financial oversight...	1690-1700
XXI.9.	Describe the makeup of your agency's Board of Directors...	1220
XXI.10.	Describe your agency's Board of Directors' financial and program...	1220
XXI.11.	Describe how your agency enforces a conflict of interest policy.	760
XXI.13.	Describe whether there are any improvements needed...	680
XXII.	PROJECT SUSTAINABILITY	1150
XXV.4.	Justifications for "a. - n."	460

FY 2013 CDBG APPLICATION: DEVELOPMENT/CAPITAL IMPROVEMENT PROJECTS

Section	Title	Character Limit/Range
VI.	Agency's Mission Statement	350-360
XI.	PROVISION OF SERVICES AT PUBLIC FACILITY TO BE IMPROVED	1610
XII.	PROJECT DESCRIPTION	1220
XIV.	TARGET POPULATION	2630
XV.6.	Provide a description of how annual cost demonstrates high benefit...	760
XV.7.	Describe the method of data collection utilized...	1610
XVI.	Explain how the proposed project addresses the goal...	2080
XVII.3.	OUTCOME #1, OUTCOME #2, OUTCOME #3	200
XVII.3.	OUTCOME MEASUREMENT (#1, #2, #3)	200
XVII.3.	DATA SOURCE (#1, #2, #3)	130
XVII.3.	DATA COLLECTION METHODOLOGY (#1, #2, #3)	200
XVIII.1.	Describe the major tasks/activities to be completed...	2470
XVIII.2.	Describe whether construction plans have been completed...	520
XVIII.3.	Describe any regulatory actions...	520
XVIII.4.	Describe whether construction will be ready to start...	520
XVIII.5.	Minor Residential Rehabilitation Project Only: Describe who will be completing the project tasks/activities...	1770
XIX.8.	Describe the relocation plans...	1090
XX.	ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES	440
XXI.1.	Describe your agency's history and experience with CDBG...	1150
XXI.2.	Describe your agency's success/past accomplishments...	1930
XXI.3.	Minor Residential Rehabilitation Project Only: Describe your agency's staffing levels...	1150
XXI.4.	Minor Residential Rehabilitation Project Only: Describe your agency's current staff qualifications...	1850
XXI.5.	Describe how your agency will monitor the project progress...	1300
XXI.6.	Describe who will be responsible for the program oversight...	1850
XXI.7.	Describe your agency's fiscal management system...	1460
XXI.8.	Describe who will be responsible for the financial oversight...	1770
XXI.9.	Describe the makeup of your agency's Board of Directors...	1220
XXI.10.	Describe your agency's Board of Directors' financial and program...	1300
XXI.11.	Describe how your agency enforces a conflict of interest policy.	760
XXI.13.	Describe whether there are any improvements needed...	680
XXII.	PROJECT SUSTAINABILITY	1150
XXVI. A.2.	a. Lead-Based Paint Assessment/Abatement	320-330
XXVI. A.2.	b. Construction Management	520
XXVI. A.2.	c. Construction/Renovation	1470

XXVI. A.2.	d. Project Management Services	450
XXVI. A.2.	e. Consultant/Professional Services	450
XXVI. A.2.	f. Other	390
XXVI. A.2.	g. Other	390
XXVI. A.2.	h. Other	320-330
XXVI. A.2.	i. Other	320-330
XXVI. B.5.	a. Lead-Based Paint Assessment/Abatement	320-330
XXVI. B.5.	b. Construction Management	520
XXVI. B.5.	c. Construction/Renovation	450
XXVI. B.5.	d. Project Management Services	450
XXVI. B.5.	e. Consultant/Professional Services	450
XXVI. B.5.	f. Other	390-400
XXVI. B.5.	g. Other	390-400
XXVI. B.5.	h. Other	320-330
XXVI. B.5.	i. Other	320-330